

# 2016 **Department** **Activity** Report

STONINGTON DEPARTMENT OF PUBLIC WORKS

ISSUED 3/1/2017

DEPARTMENT MISSION

*The Department staff commits to bring our best to work each day with a positive professional attitude towards providing the highest level of service possible to our customers.*

## OVERVIEW

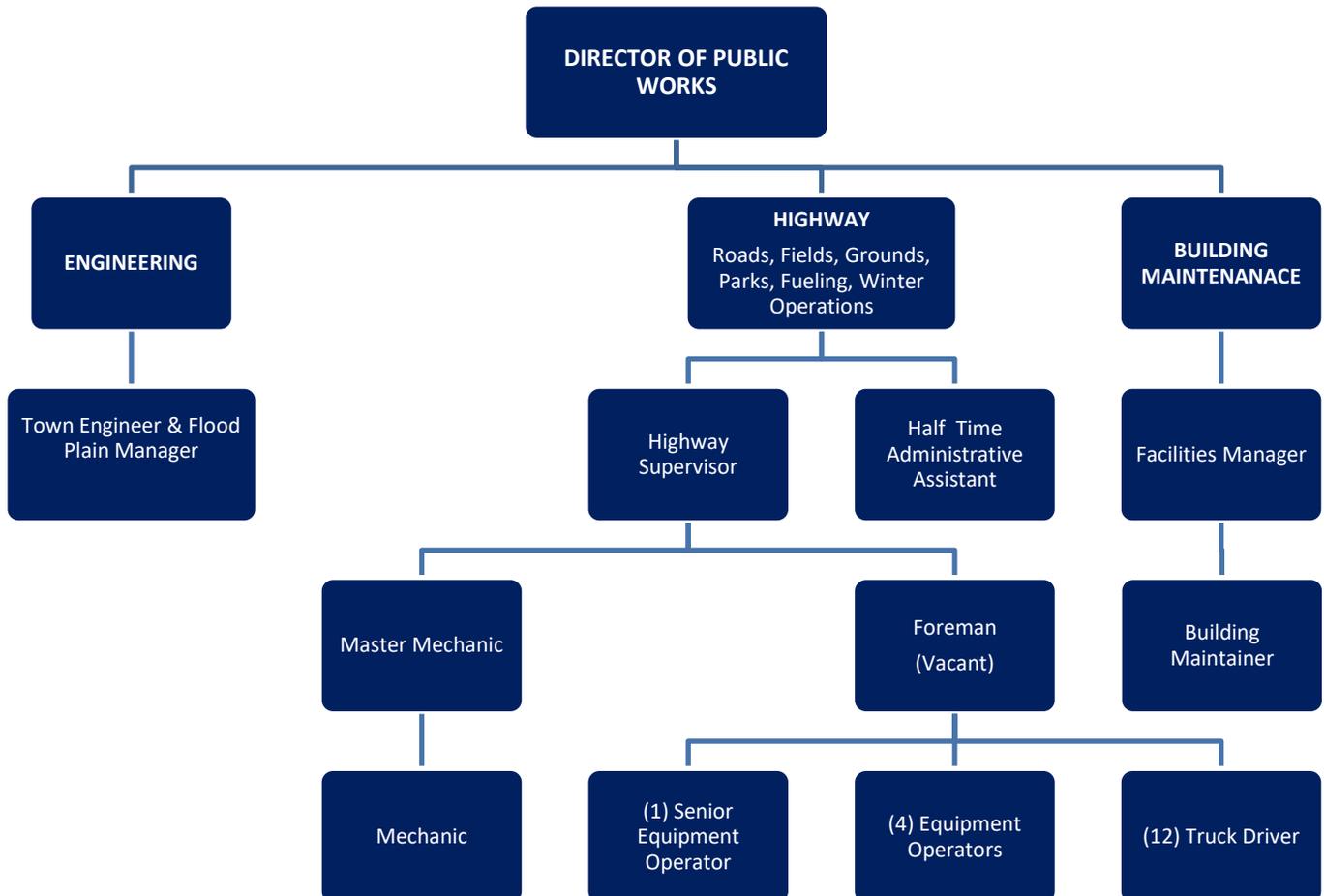
Public Works is an integral part of the many services provided to the residents. Whether it be the actual infrastructure of our roads, recreation on the fields and playgrounds, fueling services for school buses, or the buildings that Town employees come to work in everyday, Public Works is responsible for maintaining all of those many systems and assets. We achieve this through the labor and commitment that our highly skilled employees put into their jobs every day. They are the reason the Town’s services stand above the rest.

On behalf of our entire staff of the Department of Public Works, it is my pleasure to present the 2016 Activity Report. I hope this report provides good insight into the services we provide as well as a better understanding of our daily operations.

Thank you,

Barbara McKrell, PE  
Public Works Director

### Department Organization



# ADMINISTRATION

Administration is overseen by the Director of Public Works, who is responsible for managing the Department’s budget as well as developing and guiding the department’s long-term direction and goals.

Administration also includes a half time (17.5 hours/week) administrative assistant. This position requires a professional fully-trained in every aspect of all Public Works Department work, to provide customer service (e.g., answer questions, inform residents about DPW operations).

The primary function and top priority of the administrative assistant is customer service. She answers all the incoming calls and inquiries at the Town Hall Public counter for Highway, Facilities, and Engineering and is the first point of contact for addressing resident concerns. The Administrative Assistant is also responsible for processing all invoices, creation and tracking of Purchase Orders, and scheduling facilities maintenance contractors.

# HIGHWAY DIVISION

Highway Division works to provide quality service in the following focus areas:

<b>Road Maintenance</b>	<b>Fueling Services</b>	<b>Athletic Fields Maintenance</b>	<b>Grounds / Parks Maintenance</b>	<b>Fleet Maintenance</b>
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## Road Maintenance

The Division maintains 113 miles of town-owned road surface, 32 miles of sidewalks (including sidewalks located along State-owned roads), over 1,600 catch basins, 8 bridges, and 24 drainage outfalls. Most employees maintain a commercial driver’s license and are on call 24 hours a day.



## HIGHWAY DIVISION ACTIVITY

### ROAD SAFETY

- Snow Plowing
- Ice & Snow Control
- Pavement Markings

### MAINTENANCE

- Road conditions (e.g., patching)
- Sidewalk conditions
- Right-of-way conditions
- Roadside Litter Cleanup
- Street Sweeping
- Paving Projects
- Bridge Maintenance
- Mowing, trimming and tree removal
- Fleet maintenance

### ASSET MANAGEMENT

- Bridge replacement
- Drainage improvements
- Park development

A LOOK AT THE NUMBERS...	
Pavement Rehabilitation (miles)	<b>3.7</b>
Pavement Maintenance (miles)	<b>20.7</b>
Catch Basins Reconstructed	<b>18</b>
Leaves Collected (cubic yards)	<b>2304</b>
Events Supported	<b>23</b>
Fuel Dispensed (gallons)	<b>112,490</b>
Road Sweeping (hours)	<b>616</b>

## WINTER STORMS

The Division responded to a total of 10 winter storm events with a total snowfall of 18 inches.

Approximately 1,357 labor hours outside of the regular work day, and 1,778 tons of salt to clear the roads of the snow and ice.

## PAVEMENT MANAGEMENT

Completed:

- over 3.8 miles of road rehabilitation and maintenance (Coogan Blvd, North Anguilla, Morgan Blvd, Stanton Lane, Borodell Ave and half of Old North Road)
- 20.7 miles of preventative maintenance (over 20% of the town's road infrastructure)

Implemented a Pavement Management System:

- road inventory
- GIS mapping
- field inspection
- existing conditions analysis

This will enable the Department to effectively execute road related improvements using the Pavement Management Program to improve the Town's pavement condition rating



## Construction Projects

Highway team completed the West Arch Street cross drain replacement and new headwall, installed new guardrail fence at Spellman Park, improved drainage and field access between the All-Purpose Field and Spellman Drive, completed major road drainage improvements on Deans Mill Road, Tipping Rock Road and Bradford Road. All of this work was completed in-house by the Highway Division employees.



## Fueling Services

The Highway Division is responsible for the management of the fueling station at the Highway Garage. This facility provides fuel services for the Town with the exception of the Police Department and Pawcatuck Fire Department.

Diesel is the highest use of fuel and is used by most of the School District's school buses that fuel at the town's facility. The diesel tank holds 6,000 gallons and during the school year 3,000 gallons are used each week. The town also has a 4,000 gallon for unleaded fuel.

## Athletic Fields Maintenance

Maintenance of Stonington athletic fields located at Stonington High School, Pawcatuck Middle School, and Mystic Middle School. In-house services included fertilization, over-seeding, topdressing, pesticide application, grass cutting, lining fields typically for three sports per field, softball field game prep (groom/rack/line/water) and irrigation.



Field maintenance starts in mid March and continues through the end of October. The fields closest to the front of the complex are irrigated through a well and the fields toward the back of the complex irrigation are feed from the pond.

The Town now has an extremely knowledgeable and skilled staff allowing them to do a large amount of the field maintenance in-house. We only contract out work that we do not have the needed equipment to complete. Last year all irrigation work was completed in-house, totaling 124 labor hours. In addition, we prepped the softball field for 68 games.

### Work Completed 2016

FIELD	CUTS	LINED	AERATE/TOP-DRESS/OVERSEED
<b>Stonington High School / Spellman Park (17.3 Acres)</b>			
Piver Soccer	27	12	2
Softball	29	15	2
Recreation	29	18	2
All Purpose	24	14	2
Commons Area	20	NA	Seeded only
<b>Mystic Middle (2 Acres)</b>			
MM All	25	14	2
<b>Pawcatuck Middle (3.8 Acres)</b>			
PM All	14	15	2
<b>TOTAL</b>	<b>168</b>	<b>88</b>	<b>12</b>

## Grounds / Park Maintenance

The Highway Division is responsible for maintenance of cemeteries, parks, and the grounds around Town and School Buildings.

LOCATION	RESPONSIBILITIES
<b>STREETSCAPES</b>	
Downtown Pawcatuck	All improvements along State Roads
Downtown Mystic	All improvements along State Roads
<b>BUILDINGS</b>	
Town Hall	Mowing, pruning and leaf collection
Highway Garage	Mowing, pruning and leaf collection
Human Services	Mowing
Police Department	Mowing
Pawcatuck Neighborhood Center	Mowing, pruning and leaf collection
Fourth District Voting Hall	Mowing, pruning and leaf collection
<b>PARKS</b>	
Mystic River Boathouse Park	Mowing, vegetation management, and execution general maintenance work
East & West Pavilions	All maintenance of facilities and grounds
Old Mystic Playground, Borough Playground, Spellman Playground, Donahue Park, Veterans Memorial	All maintenance of facilities and grounds (3.9 acres)
Cemeteries (37)	Mowing, pruning, leaf collection, general maintenance
<b>COASTAL INFRASTRUCTURE</b>	
Pawcatuck Dike Facility	Full maintenance of facilities and grounds
Town Dock Facility	Mowing, vegetation management of green spaces.
<b>SCHOOLS</b>	
Deans Mill School	Mowing
West Vine School	Mowing
Broad Street School	Mowing
Mystic Middle School	Mowing
Pawcatuck Middle School	Mowing
School Administration Building	Mowing

## Fleet Maintenance

There are two employees dedicated to Fleet Maintenance, including the Master Mechanic and Mechanic. The fleet is managed by the Highway Supervisor. They are responsible for the maintenance and emergency work on 74 fleet vehicles/large equipment and 93 pieces of small equipment.

This year the Department facilitated the replacement of one 6-wheel dump truck, a backhoe, and a large mower and small utility vehicle for athletic field maintenance. The 6-wheel dump truck will replace one that is 19 years old and is currently out of service, due to the fact that the costs to repair it are greater than its value. The mower that was purchased has a wide cutting deck and designed specifically for use on athletic fields. Both of these items will allow the employees to address their work more effectively and efficiently.

The Department completed a Fleet Management and Replacement Program this year. The Department of Public Works Fleet Management Program will promote an orderly system of purchasing and funding all vehicles and equipment including and over \$5,000. The primary objectives of this document are to control the overall cost of operating and maintaining the Town fleet of vehicles and equipment in a manner that extends their useful life; to control the growth in size of the fleet, standardize the composition of the fleet, and to accurately budget for the maintenance and replacement costs.

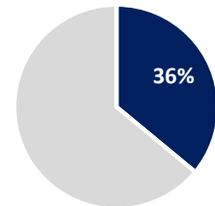
## ENGINEERING DIVISION

The Town Engineers office is responsible for providing technical review of land use applications and support to the respective Land Use Commissions, Town Boards and Town Departments, provides assistance to the Director for Phase 2 stormwater compliance, and direction of the development, management and oversight of municipal projects. The town engineer is also the Floodplain Manager.

- Technical Review - provided for private land development applications (see sidebar)
- Oversight of Inspections and Private Development Bonds (Erosion & Sediment Control and Public Improvement Bonds) for large-scale, private sector, construction projects including: subdivisions, condominiums, drainage infrastructure and roadway improvements.
- FEMA floodplain management and support to town hall staff and land use commissions:
- Elevation certificate review for all new and substantially improved structures in a special flood hazard zone
- Public liaison to contractors, surveyors, realtors and citizens for flood zone related questions including: insurance, flood zone designation, construction compliance, and other general FEMA/NFIP related questions

## FLEET AGE

**36 percent** of DPW trucks are past their useful lifespan:



It is recommended that the CIP be funded \$432,000 per year over the next 20 years to replenish the aged and worn trucks and other equipment.

## PROJECT MANAGEMENT

- Bridges:
  - North Stonington Rd
  - Lantern Hill Rd
  - Stillman Ave
- Bayview Ave drainage
- ADA Phase I –Lower Fields (Spellman Drive)
- Pawcatuck Hurricane Flood Control Improvements

## PERMIT TECHNICAL REVIEW

- Ocean Community YMCA
- Davis-Standard
- Mystic Estates Subdivision – Toll Brothers
- Extrusion Drive Warehouse
- Pawcatuck Threadmill
- Spruce Meadows
- Perkins Farm Master Plan
- Mystic Harbor Landing Master Plan - Greylock Properties
- Deans Mill & West Vine Street School Projects

**DPW PERSONNEL**

YEARS OF SERVICE

<b>ADMINISTRATION</b>	
Barbara McKrell	3
Melanie Fritz	39
<b>HIGHWAY DIVISION</b>	
Tom Curioso	1
Tim Keena	32
Steve Burdick	27
Michael Bessette	1
Bruce Bogue	19
Joseph Balestracci	22
Paul Thomas	16
Nate Miceli	11
Kevin Simmons	41
John O'Connell	19
Tim Gouvin	22
Victor Lima	17
Daniel Oliverio	14
Adam Brown	10
Steve McNair	9
Ernie Santos	16
Joseph Ferraro	2
Patrick Keena	4
Jim Garstka	---
<b>ENGINEERING DIVISION</b>	
Scot Deledda	2
<b>BUILDING MAINTENANCE DIVISION</b>	
Michael Dennis	10

## BUILDING OPERATIONS DIVISION

The Public Works Director is also the Facility Manager. This division employs one full time Building Maintainer responsible for custodial and semi-skilled maintenance repair work. Technical repairs and maintenance of the facilities are completed by external contractors managed by the Public Works Director and her team. The facilities the Division is responsible for include:

- Eight (8) Town buildings (Town Hall, Two (2) Town Highway Garages, Human Services Building, Pawcatuck Neighborhood Center, Fourth District Voting Hall, Mystic River Boathouse Park Existing Onsite Structures)
- Two (2) Picnic Grounds (East and West Pavilions)
- Six (6) Parks & Playgrounds (Old Mystic Playground, Borough Playground, Spellman Playground, Donahue Park, Veterans Memorial, Mystic River Boathouse Park)
- Pawcatuck Dike Facility
- Town Dock Facility
- Street Lighting Maintenance

The Division implemented FacilityDude, a maintenance management system to improve work order tracking and efficiency for Town facilities in collaboration with other Departments including Police and the School District. The Director also initiated and completed the retrofit of the Town Hall, Highway Garages, and Human Services Buildings with LED lighting under the Eversource Energy Small Business Energy Advantage Program.

